

STATE OF GEORGIA
RECORDS RETENTION SCHEDULE APPLICATION

Sheet: 1 of 2
Schedule #: 74-123 A
Effective Date: 06/30/98

Date: May 20, 1998	Date Received: May 28, 1998
Control No.: 74-123-A	Agency Code: 0484
	Control No.: 980528-01
 Applicant: Department of Transportation #2 Capitol Square	
Address: Atlanta, Georgia 30334	Phone: (404) 656-5409 FAX: (404) 657-0653 Email:
 Creating Office: Road and Airport Design Office	
 Address: Room 431 #2 Capitol Square Atlanta, Georgia 30334	 Phone: (404) 656-5408 FAX: (404) 657-0653 Email:
Administrator: Jim Kennerly	Phone: (404) 656-5386 FAX: (404) 656-3507 Email:
 Application Type: Amend: 74-123 A, effective 10/9/85	
Class: Individual DOT	
 Series Title: Highway Project Construction Plan Files	
 Dates of Series: 1968 - [ongoing]	
 Access: Open	
 Function Documented: Official copies of construction plans used in the construction of highways and bridges. This record is vital for use in historical research for an indefinite period. Also used in construction litigation and tort claims which require access to records.	
 Consists of: Aperture cards containing security (silver original) and reference microfilm copies of the final construction plans.	
 Media: Microfilm aperture cards	
 Arrangement: Filed by Federal and State projects; thereunder by year of project closing; thereunder numerically by project number.	

STATE OF GEORGIA
RECORDS RETENTION SCHEDULE APPLICATION

Sheet : 2 of 2
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Indexed by: Project number and page number

Retention
Requirement: Permanent

Federal Law or Regulation: Code of Federal Regulations title 49, Volume 1, Part
1 (cite 49cfr 18) 3 years

Administrative Need: Permanently

Total
Retention: Permanent

The above retention period is consistent with the requirements of the Georgia Records Act (O.C.G.A. 50-18-90 et seq.). We submit this retention schedule to the State Records Committee with the recommendation that it be approved for the named record series.

Authorized by: Walker Scott 6/24/98
Walker Scott, Preconstruction Division Director Date

Concur: Jim Kennerly 6-24-98
Jim Kennerly, State Road and Airport Design Engineer Date

Submitted by: Martha B. Lamb 6-24-98
Martha B. Lamb, Records Management Analyst Date

The State Records Committee approves this recommended retention period for the named records series by the named creating office.

Signed: Edward Weldon 6/30/98
Edward Weldon, Secretary of State Designee Date

STATE OF GEORGIA
STORAGE REFERENCE AND DISPOSITION PLAN
RESOURCE IMPACT PROJECTION

Sheet: 1 of 1

Authorizing Schedule # ~~74-123A~~ **74-123A**

Date: May 20, 1998

Date Received: May 28, 1998

PSL 6/20/98

Agency
Control No.: 74-123-A

Agency Code: 0484

Control No.: 980528-01

Series Title: Highway Project Construction Plan Files
Current Accumulation: 60 aperture boxes
Annual Accumulation: Approximately 56 boxes a year

Reference Activity: High on the office reference aperture card. Very seldom have to call back any from the Archives Vault.

Series Inventory: Will be retrieved by box. Inventory is done by box number.

Storage Containers: Aperture card boxes unit format # 18

Special Storage
Conditions: Microfilm Security Storage

Proposed Disposition Instructions:

All Design Offices (Including District Offices): Upon letting of contract for construction project, transfer master set of original final construction plans to office of Road and Airport Design (Central Office).

The Office of Road and Airport Design: Upon completion of the construction of the project will microfilm all plans creating one silver original vital records microfilm aperture card and one reference microfilm aperture card.

Vital Records (Silver Original) Microfilm Aperture Cards: Upon verification of microfilm, transfer to state Archives for permanent security retention.

Office Reference (Duplicate) Microfilm Aperture Cards: Hold in current files area until no longer needed for reference; then destroy.

Original Hard Copy of Plans (Mylar): Destroy once the microfilm is verified.

The information provided above about the records is true and accurate. The proposed disposition instructions will efficiently protect the rights and interests of the creating agency, the State of Georgia, and the public.

Signed: *Jim Kenney*
Jim Kenney, State Road and Airport Design Engineer

6-24-98
Date

Submitted by: *Martha B Lamb*
Martha Lamb, Records Management Analyst

6-24-98
Date

The Office of Secretary of State, Department of Archives and History agrees to provide storage and reference services for these records in accordance with this Storage and Disposition Plan. Changes in media, rate of accumulation, reference activity or required storage conditions may require renegotiation of the agreement.

Accepted by: *Edward Weldon*
Edward Weldon, Secretary of State Designee

6/30/98
Date

RECORDS ELIGIBLE FOR DESTRUCTION UPON APPROVAL OF APPLICATION 980528-01
(WE ALSO HOLD SECURITY MICROFILM COPIES OF THESE RECORDS)

ACCNO	SCHEDNO	FILEYRS	FMT	AMOUNT	DATE_REC	DEST DATE	RGs#/ACCESS
	SERTITLE						
85-816R	74-123	1985	11	86.0	10/28/85	11/01/35	N
	HIGHWAY PROJECT CONSTRUCTION PLANS						27-9-2
86-1075R	74-123	1986	11	15.0	11/26/86	11/01/36	N
	HIGHWAY PROJECT CONSTRUCTION PLANS						27-9-2
86-437R	74-123	1986	11	15.0	04/16/86	04/01/36	N
	HIGHWAY PROJECT CONSTRUCTION PLANS						27-9-2
87-355R	74-123	1987	11	18.0	05/08/87	06/01/37	N
	HIGHWAY PROJECT CONSTRUCTION PLANS						27-9-2
88-1032R	74-123	1988	11	32.0	06/01/88	06/01/38	N
	HIGHWAY PROJECT CONSTRUCTION PLANS						27-9-2
88-229R	74-123	1987	11	18.0	08/24/87	09/01/37	N
	HIGHWAY PROJECT CONSTRUCTION PLANS						27-9-2
88-530R	74-123	1987	01	26.0	12/30/87	01/01/38	N
	HIGHWAY PROJECT CONSTRUCTION PLANS						27-9-2
89-516A	74-123	1976-1986	01	6.0	04/21/89		
	HIGHWAY PROJECT CONSTRUCTION PLANS						27-9-2
89-521R	74-123	1988	11	24.0	11/16/88	07/01/38	N
	HIGHWAY PROJECT CONSTRUCTION PLANS						27-9-2
89-701R	74-123	1988	11	30.0	01/11/89	01/01/39	N
	HIGHWAY PROJECT CONSTRUCTION PLANS						27-9-2
91-1175R	74-123	1990	11	25.0	12/10/90	01/01/41	
	HIGHWAY PROJECT CONSTRUCTION PLANS						27-9-2
91-275R	74-123	1983-1990	11	52.0	09/04/90	10/01/40	
	HIGHWAY PROJECT CONSTRUCTION PLANS						27-9-2
92-623R	74-123	1991	11	46.0	10/17/91	01/01/41	
	HIGHWAY PROJECT CONSTRUCTION PLANS						27-9-2
93-1856R	74-123	1993	11	32.0	03/10/93	03/01/43	
	HIGHWAY PROJECT CONSTRUCTION PLANS						27-9-2
93-544R	74-123	1992	11	29.0	09/10/92	01/01/42	
	HIGHWAY PROJECT CONSTRUCTION PLANS						27-9-2
94-1133R	74-123	1968-1993	11	30.0	03/02/94	03/01/44	
	HIGHWAY PROJECT CONSTRUCTION PLANS						27
							03/14/94
94-335R	74-123	1968-1989	11	34.0	09/21/93	09/01/43	
	HIGHWAY PROJECT CONSTRUCTION PLANS						27-9-2
95-1081R	74-123	1994	11	22.0	05/05/95	03/01/44	
	HIGHWAY PROJECT CONSTRUCTIONS PLANS FILE						27
							05/10/95
95-555R	74-123	1968-1994	11	30.0	01/04/95	03/01/44	
	HIGHWAY PROJECT CONSTRUCTION PLAN FILE						27
							01/05/95
96-1500R	74-123	1995-	11	13.0	03/08/96	01/01/46	
	HIGHWAY PROJECT CONSTRUCTION FILE						27-9-2
96-1643R	74-123		11	14.0	05/01/96	04/01/46	
	HIGHWAY PROJECT CONSTRUCTION PLAN FILE						27
							05/02/96
96-182R	74-123	1993-	11	15.0	08/17/95	09/01/43	
	HIGHWAY PROJECT CONSTRUCTION FILE						27
							08/25/95
97-0880R	74-123	1996-1996	11	35.0	02/19/97	02/01/47	
	HIGHWAY PROJECT CONSTRUCTION FILE						27-9-2
97-1493R	74-123	1996-1996	11	23.0	06/30/97	06/01/47	
	HIGHWAY PROJECT CONSTRUCTION PLAN FILES						27-9-2
TOTALS:	AMOUNT			670.0			

Printed 24 of the 20,733 records.

PRIMARY SORT FIELD: ACCNO

SELECTION CRITERIA:

(SCHEDNO="74-123"&FORMAT!="18") Format 11 =

233-17
APPLICATION FOR RECORDS RETENTION SCHEDULEOFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE		1. Agency Address	FOR RECORDS MANAGEMENT USE	
Application Date			Application Number	
Application Number		Office of Road & Airport Design Atlanta, Georgia 30334	Date Received MAR 20 1984	Date Completed OCT 9 1985
2. Person to Contact Carl Hartness		Working Title Transportation Engineer III	Telephone Number 656-5392	
3. Action Requested				
a. <input type="checkbox"/> Establish Retention Schedule; record will continue to accumulate.				
b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated.				
c. <input checked="" type="checkbox"/> Amend Application No. 74-123 Check One: <input checked="" type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void				
4. Dates of Series		5. Records Series Title (followed by title used in office; if different)		
Earliest	Latest			
ca 1968	To Date	Highway Project Construction Plan Files (Division-wide Common Schedule)		
6. Division and Office Function What is the function of the Division and the Office in which this record series is created?				
The Division of Highways is responsible for the planning, location, design, construction and maintenance of all roads and bridges financed by Federal-Aid, State-Aid, or Authority funds. Only those county and city streets financed entirely through local funding are designed, constructed and maintained without the supervision or participation of the Division. The Division of Highways is divided into four sections: the Preconstruction Section, which determines project location through aerial photography and mapping, designs the bridges and roads involved, and obtains the right-of-way necessary; the Construction Section, which conducts the tests of soil and materials involved, oversees construction and assures quality control, and supervises the seven District Offices throughout the state; the Operations Section, which issues permits and enforces regulations governing overweight and oversize vehicles, design improvements in vehicular and pedestrian traffic				
(See Attachment)				
7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file.				
Documents relating to: maintaining the official copies of construction plans used in the construction of highways and bridges.				
Included are: highway project construction plans (bound 2' x 3' engineering drawings), and aperture cards containing security (silver original) and reference (diaz) microfilm copies of the original "as built" sepia plans.				
by Federal and State Projects; thereunder by year of project closing; thereunder File is arranged: Numerically by project number				
8. Monthly Reference Rate How often are records referred to which are: Micro-filmed copy (Office Copy) One to six months old High; Seven to twelve months old High; Thirteen to twenty-four months old High; twenty-five months and older High? Reference to original plans is extremely low after project closing (less than five references in ten years)				
9. Annual Rate of Accumulation of Records Letter-size drawers; Legal-size drawers; Shelves; Other (specify) 50-80 cu. ft. in Individual project plans may consist of 100-2000 plans per project ("Liberty" transfer boxes)				

X	a. Is this the official copy of the series? If not, where is it?
X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
X	c. Is this a vital record?
X	d. Does this series have historical or long term research value?
X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
X	f. Is the information contained in this series ever published? If yes, attach copy.
X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where? District Office maintain reference copies of plans they design.
X	i. Is this series (or a major portion of it) regularly microfilmed?
X	j. Does the record series result in a computer printout?

11. Retention Requirements

The following requires the series to be kept: _____

- | | |
|---------------------------------------|--|
| a. State Law _____ years. | d. Audit period _____ years. |
| b. Statute of limitation _____ years. | e. Administrative need ** 50 years. |
| *c. Federal law 3 years. | f. Federal retention instructions _____ years. |

- Plans for Federally funded projects must be retained 3 yrs. after FHWA final payment on Attach copy or excerpt of laws or regulations. Explain administrative need. the project.

** (See attachment)

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☐ Fiscal Year; ☒ Other (See Attachment) then,

- ☐ Hold in the current files area _____ month(s) _____ year(s); then
- ☐ Transfer to local holding area; hold _____ year(s); then
- ☐ Transfer to State Records Center; hold _____ year(s); then
- ☐ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☒ Other (Specify)

See Attachment #2

These instructions apply to all prior and future accumulations of the series.

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Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>Raymond E. Hardy</i>	3-14-84	<i>Martha B. Beck</i>	3/14/84
State Records Committee (Signature)			Date
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)	State Auditor/Designee	<i>Robert J. Smith</i>	9/17/85
	Secretary of State/Designee	<i>Edward Weiden</i>	9/13/85
	Attorney General/Designee	<i>James H. ...</i>	10/3/85

- controls, effects the relocation of utilities existing on project right-of-ways, administers State-Aid, and maintains the quality of highways.
- The Office of Road and Airport Design is under the Preconstruction Section and in addition to the preparation of highway construction plans is responsible for the filing, maintainance, micro-filming, and reproduction of all highway construction plans prepared by the Department.

Attachment to Block 11

The availability of original plans in the preparation of proposals of improvements to existing facilities would be a cost savings of both time and money in comparison to the present method of obtaining reproducible drawings from micro-film.

This office does not have the equipment to produce reproducible drawings from micro-film thus requiring the services of outside sources. The current cost to produce one sheet is approximately twelve dollars actual cost plus several days waiting which is controlled by the work load of the supplier. Dependent on the length of the proposal the number of sheets required could be considerable (possibly hundreds) with an attendant cost of thousands of dollars.

In view of the prevailing circumstances the amended retention schedule is considered justified.

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Item 12. Approved Disposition Instructions:

CONSTRUCTION PLANS FOR PROJECTS CLOSED NOVEMBER, 1983 FORWARD:

ALL DESIGN OFFICES (INCLUDING DISTRICT FIELD OFFICES): Upon letting of contract for construction project, transfer master set of original final construction plans to Office of Road and Airport Design (Central Office).

OFFICE OF ROAD AND AIRPORT DESIGN (CENTRAL OFFICE): Upon completion of construction project, return master set of original project construction plans to appropriate Design Office to be "marked up" to reflect all "as built" construction.

Upon receipt of "marked up" original project construction plans from Design Offices, separate all construction plans by Federal and State Projects; then arrange by year of project closing, thereunder by project number; then

Federal Projects (Interstate, Primary, Secondary, and Others): Microfilm plans, creating one silver original vital records microfilm aperture card and one diazo reference microfilm aperture card; then

Vital Records (Silver Original) Microfilm Aperture Cards - Upon verification of microfilm, transfer to State Archives for permanent security retention.

Office Reference (Diazo Duplicate) Microfilm Aperture Cards - Hold in current files area until no longer needed for reference; then destroy.

Original Construction Plans (Hard Copy) - Cut off file upon completion and verification of microfilm; hold in current files area until final FHWA payment on project to State is received; then transfer to State Records Center; hold 50 years; then destroy.

State Projects (Georgia Highway Authority, State-Aid, PR's (Post Roads), and Others): Microfilm plans, creating one silver original vital records copy and one diazo reference copy; place both copies in aperture cards; then

Vital Records (Silver Original) Microfilm Aperture Card - Upon verification of microfilm, transfer to State Archives for permanent security retention.

Office Reference (Diazo Duplicate) Microfilm Aperture Cards - Hold in current files area until no longer needed for reference; then destroy.

Original Construction Plans (Hard Copy) - Cut off file upon completion and verification of microfilming, transfer to State Records Center; hold 50 years; then destroy.

74-123A



STATE
OF
GEORGIA

233-17
7
Application for
RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE
DEPARTMENT OF ARCHIVES & HISTORY
RECORDS MANAGEMENT DIVISION

1. Application Date 4-8-74	INSTRUCTIONS: See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History. Attention: Records Management Officer.	FOR RECORDS MANAGEMENT DIVISION USE	
2. Agency Application No.		Date Received APR - 9 1974	Date Completed 4/18/74
3. AGENCY, Division, Subdivision & Administering Office Address Department of Transportation Division of Highways Office of Road Design Atlanta, Georgia		4. Person to Contact Sara Mauldin	
		5. Working Title RRT - 2	6. Tel. No. 656-5408

7. ACTION REQUESTED TO AMEND APPLICATION NO. 73-399

☒ ESTABLISH DISPOSITION STANDARD;
RECORD WILL CONTINUE TO ACCUMULATE.

☐ DISPOSE OF PRESENT ACCUMULATIONS;
NO FURTHER ACCUMULATION ANTICIPATED.

8. Earliest & Latest Dates of Series
1930 - To Date

9. Exact Series Title
Highway Project Plan Files

10. What is the function of the office in which this record series is created

The Division of Highways is responsible for the planning, location, design, construction and maintenance of all roads and bridges financed by Federal-Aid, State-Aid or Authority funds. Only those county roads and city streets financed entirely through local funding are designed, constructed and maintained without the supervision or participation of the Division. The Division of Highways is divided into four sections: the Pre-Construction Section, which determines project location through aerial photography and mapping, designs the bridges and roads involved, and obtains the right-of-way necessary; the Construction Section, which conducts the tests of soil and materials involved, oversees construction and assures quality control, and supervises the seven District Offices throughout the state; the Operations Section, which issues permits and enforces regulations governing overweight and oversize vehicles, design improvements in vehicular and pedestrian traffic controls, effects the relocation of utilities existing on project right-of-ways, administers State-Aid, and maintains the quality of highways; and the Federal Liason Section, which works to obtain Federal funds and expedite compliance with Federal Highway Administration requirements on Federal-Aid Projects.

11. This file contains the following documents (include form numbers and titles, if any, and file arrangement):

Documents relating to the preparation of plans for the construction of highways and bridges.

Included are highway construction project plans.

The file is arranged numerically by project number.

ATTACH SAMPLES OF THE FILE

12. EQUIPMENT OCCUPIED	No. of Drawers	Cu. Ft. of Records	ANNUAL RATE OF ACCUMULATION	No. of Drawers	Cu. Ft. of Records
Letter-size File Drawers				100	7
Legal-size File Drawers			Floor Space Occupied (Square Feet)	144	250
Plan File Drawers	2500	170		This Year's	Last Year's
			AVERAGE DAILY REFERENCES	25	12
				Preceding Year's	All Prior Year's
				5	2

QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain

See Attachment #1

YES NO

13. Is this the Record Copy of the series? ☒ YES ☐ NO
14. Is there a duplication of this series in another office or agency? ☐ YES ☒ NO
15. Is the information contained in this series ever summarized or published? Attach copy of summary or publication. ☐ YES ☒ NO
16. Does the series contain classified information requiring security handling? ☐ YES ☒ NO
17. Does the series initiate, amend or terminate agency policies and procedures? ☐ YES ☒ NO
18. Could the function be performed if the files were lost or destroyed? ☐ YES ☒ NO
19. Is the series (or major portion of it) regularly microfilmed? If yes, why? ☒ YES ☐ NO
20. Does the record series provide data as input to an EDP file? ☐ YES ☒ NO
21. Does the record series contain documentation produced as EDP printout? ☐ YES ☒ NO
22. Has the Federal Government issued instructions governing retention/disposition of these files? ☒ YES ☐ NO
23. Will there be a need for these records 10, 15 years from now? If yes, what? ☒ YES ☐ NO

24. REQUIREMENTS. The following requires the files to be kept permanently ~~XXXX~~:

- a. ☐ STATE LAW b. ☐ STATUTE OF LIMITATION c. ☐ AUDIT PERIOD d. ☐ FEDERAL LAW e. ☒ ADMINISTRATIVE DECISION f. ☐ HISTORICAL VALUE
- (Cite Law, Statute, or other reason for the retention requirement)

25. AGENCY RECOMMENDATIONS: This agency recommends that the file series be cut off at the end of each

- ☐ CALENDAR YEAR - ☐ FISCAL YEAR - ☒ Other See Attachment #2 then:

- ☐ Hold in the current files area month(s)/ year(s):
- ☐ Transfer to ☐ State Records Center ☐ Local Holding Area; hold year(s):
- ☐ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☐ Destroy immediately after cut-off.
- ☐ Other: (Specify)

(Indicate briefly rationale for recommendations above/or write additional remarks):

Attach Samples of the Series

Records Management Officer

26. Recommendations		<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Head of Agency/Designee	Date
in Paragraph 25 are:	State	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>William M. [Signature]</i>	4-9-74
	Records	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>Carroll [Signature]</i>	4-16-74
	Committee	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>Robert [Signature]</i>	4-15-74
				4-27-74

Highway Project Plan File

25. Agency Recommendations:

This agency recommends that the file series be cut off upon completion of the project.

District Offices: submit highway construction plans to the Office of Road Design for microfilming.

Federal Projects: (Interstate, Primary, Secondary and Others)

Microfilm File: Microfilm plans making 1 silver original and 1 diazo. Place silver original and diazo in aperture cards. Hold diazo aperture card in current files area until obsolete, superseded or no longer needed for reference; then destroy. Retire silver original aperture card to Archives for permanent retention.

Paper File: Upon completion of microfilming hold hard copy in current files area until final FHWA payment of project to the State; then destroy.

State Projects: (Authority, PR, State-Aid and Others)

Microfilm File: microfilm plans making 1 silver original and 1 diazo. Place silver original and diazo in aperture cards. Hold diazo aperture card in current files area until obsolete, superseded or no longer needed for reference; then destroy. Retire silver original aperture card to Archives for permanent retention.

Paper File: Upon completion and verification of microfilming, destroy paper file.

HIGHWAY PROJECT PLAN FILE
EXPLANATION OF YES ANSWERS TO QUESTIONS 14-23

19. The voluminous nature of the record and the permanent retention requirements justify the microfilming of this series.
22. Plans for federally funded projects must be retained 3 years after FHWA final payment of the project.
23. The series has a permanent retention value. It is a source of as-built data which must be retained for the life of the road.

Note: Project plans are prepared in the District Offices and the General Office.

Rationale: Retention of the microfilm file permanently will insure adequate protection of the State's interests. The records provide historical documentation of the location of roads. For example, if a road is relocated, the current as well as the previous location of the road will be of historical interest.